



Chairman: Tanya Burgess

All Council Meetings are open to the Public and Press

2nd December 2022

To: All Members of Sherston Parish Council

Dear Councillor,

You are summoned to the Meeting of the Parish Council, on **Thursday 8th December 2022 at 7.30pm**. The meeting will be held at the Village Hall.

The meeting will consider the items set out below.

Donna Ford
Parish Clerk

Before the meeting there will be a public session to enable the electorate of Sherston to ask questions, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

Fire Safety – Evacuation Procedure / Recording Protocol

The Council is requested to note the fire safety procedure and the Parish Council's recording protocol.

7.30pm

Welcome

Public Question Time

This section (at the chairman's discretion may last up to 20 minutes) is not part of the formal meeting of the Council and minutes will not be produced.

AGENDA

8th december 2022 – 7:30pm

1.	<p><u>Apologies for absence</u></p> <p>Council to receive apologies for absence.</p>
2.	<p><u>Declarations of interest</u></p> <p>Members to declare any interest they may have in agenda items in accordance with the requirements of the Council's Code of Conduct.</p>
3.	<p><u>Exclusion of the Press and Public</u></p> <p>To agree any items to be dealt with after the Public (including the Press) has been excluded under Standing Order 3.D.</p>
4.	<p><u>Minutes</u></p> <p>To confirm and sign as a correct record the minutes of Sherston Parish Council Meeting held on 11th November 2022.</p>
5.	<p><u>Chairman's Announcements</u></p>
6.	<p><u>Clerks Report</u></p> <ul style="list-style-type: none">• Members to receive a written report from the Clerk
7.	<p><u>Planning</u></p> <p>Consider and comment on all planning applications received up to and including the date of the meeting.</p> <ul style="list-style-type: none">• PL/2022/08735 – Householder planning permission<ul style="list-style-type: none">○ 25 MANOR CLOSE, SHERSTON, MALMESBURY, SN16 0NS○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000199ch3• PL/2022/08593 – Outline planning permission: All matters reserved<ul style="list-style-type: none">○ Home Farm, Knockdown, GL8 8QY○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000199SCZ• PL/2022/09159 – Householder planning permission<ul style="list-style-type: none">○ 32 MANOR CLOSE, SHERSTON, MALMESBURY, SN16 0NS○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019AYXG

	<p>Also from the last meeting after I replied back to Wilts Planning asking for a report to be added that had been missed. This has now been added:</p> <ul style="list-style-type: none"> • PL/2022/08298 - Change of Use of Existing Building to a Separate Dwelling (Revised Proposal) <ul style="list-style-type: none"> ○ Wall Ground Farm, Sopworth Road, Sherston, SN16 0QB ○ https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000198oal
8.	<p><u>To hear Reports from Councillors attending Meetings of Outside Bodies to include Wiltshire Council Reports and Working Group reports</u></p> <p>To receive written reports from Councillors who have represented the Council at meetings of outside bodies.</p> <p>Wiltshire Council update - MS</p> <p>Footpaths & Sustainable Land Management Working Group - TB / NF / MS</p> <p>Climate & Biodiversity Group – BS / MS / OE / KBJ</p> <p>Allotments Group – BS / NF</p> <p>Communications Group – RW / TB</p> <p>Operations Group – AT / MT</p> <p>Planning / Neighborhood Plan – RW / MS</p> <p>Personnel – TB / AT</p>
9.	<p><u>Outstanding Actions</u></p> <p>Appendix A – Members to update if any further action has been taken</p>
10.	<p><u>Accounts for Payment – December 2022</u></p> <p>Members to review the Schedule(s) of Accounts for Payment and authorise the payments for December 2022.</p> <ul style="list-style-type: none"> • Staff Costs • Staff Expenses - £10.80 • Patrick Cooper – Litter Picking – • Goughs Solicitors – Interest on account - £90.65 • Compass Graphic – Website - £158.84 & £276.00 • GB Sports and Leisure – Play Inspections - £293.70 • J Woodward – Planting - £23.97
11.	<p><u>Parish Maintenance</u></p> <p>Update on work completed and work planned.</p>

12.	<p><u>Climate and Biodiversity Action Plan</u></p> <p>Members to consider the proposed Climate and Biodiversity Action Plan – BS/MS/KBJ/OE</p>
13.	<p><u>Budget Requirements</u></p> <p>Members to consider budget requirements for 2023.24</p>
14.	<p><u>Annual Playground Inspection Report</u></p> <ul style="list-style-type: none"> • Knockdown Road Skate • Green Lane Play Area <p>Members to note the inspection reports and consider any required work</p>

Date of Next meeting – 12th January 2023

Appendix A – Outstanding Actions

Outstanding Actions

- **08.10.21** - Communication strategy – **RW**
Update:- 09/06 – Ongoing.
Update:- 14/07 – Ongoing.
Update:- 29/09 – Ongoing
Update:- 13/10 – TB to discuss requirements with RW and break down into individual tasks
Update 10/11:- No Further action
Update 08/11:-

- **08.11.21** - SOSCIC Donation – Utilisation of £5,000 for steps at the Rec – **AT**
Update:- 09/06 – A lengthy discussion took place over all 3 entrances and a agreement was made to prioritise the renovation in the following order – Court Street , Green Lane & Opposite Cliff Road. AT advised that the plans had been drawn up for the entrance closest to the Rattlebone and a quote will now be requested. AT advised that he had liaised with SOSCIC over the plans for the donation and they are happy with the proposal of spend.
Update:- 14/07 – Ongoing.
Update:- 29/09 – AT advised that quotes had been received and the designs were presented to the PC – AT to investigate if planning permission is required and proceed with the scheme if no permission is needed.

Update:- 13/10 - AT advised that a request has been sent to Wiltshire Planning to ascertain whether the parish council require planning permission in order to alter one of the entrances to the council's recreation ground.

Update 10/11:- See operations report

Update 08/11:-

- **06.11.21** - Complaint about playing field, specifically football team accessing private land through hedge to retrieve balls – **TB**
Update:- 09/06 – TB advised that a further communication had been received from solicitors regarding the commitment to replace the shrubs following damage to the hedgerow. New concerns were also raised relating to damage to the fencing and fly tipping. AT and TB responded reconfirming the commitment to replant the hedging in the Autumn. Following site visit no damage was visible to fencing and fly tipping through that part of the hedgerow was deemed questionable.
Update:- 14/07 – On hold until the Autumn.
Update:- 29/09 – NF advised that he would source the hedging required and replant.
Update:- 13/10 - NF advised that he would lay the hedges to fill the gap.
Update 10/11:- Ongoing
Update 08/11:-
- **18.11.21 – TB** – To write to the charity commission to obtain advice regarding the current status and future management of the Recreational Ground which is held in Trust for the use of recreation in the village
Update:- 09/06 – TB expressed frustration at lack of response from the Charity commission and suggested that the Parish Council proceed with establishing/re-establishing the trust. Clerk to progress.
Update:- 14/07 – Contact had been made with the Charity Commission who has advised that the letter had been received and would be passed to a case officer. Charity Commission advised that no further action should be taken until the case has been reviewed and a response received.
Update:- 29/09 – TB to write back to the Charity Commission with the proposed response.
Update:- 13/10 – TB advised that the response letter was being prepared and would be sent shortly.
Update 10/11:- Communication sent to Charity Commission and response received – Solicitors advice will be obtained and a working group will be set up to discuss/move forward. Initial meeting of the Trustees to be arranged.
Update 08/11:- Meeting booked with Solicitors 07/11
- **06.11.21** – Asset register - **TVR** to update the current Asset register with any land / equipment owned that needs to be added.
Update:- 09/06 – Ongoing.
Update:- 14/07 – Clerk to contact the IT company to arrange the file migration which will enable the Asset register to be completed.
Update:- 29/09 – Ongoing
Update:- 13/10 – Clerk to look at the current asset register with assistance from BS in order to update – aim to complete by next meeting

Update 10/11:- Pending move from the IT company to enable the move for office 365 to allow access for BS

Update 08/11:-

- **15.03.22** – Boules Pitches - Building 3 boules pitches on the Rec in the south east corner between the trees and close to the steps into Court Street – **NF**
Update:- 09/06 – Ongoing.
Update:- 14/07 – Ongoing.
Update:- 29/09 – NF advised that it was being investigated if planning permission was required and would report back to the next meeting.
Update:- 13/10 – NF advised that queries had been raised by the planners and the permission request is still ongoing.
Update 10/11:- NF advised that planning permission is not required and a notification will be sent out to the parish and the Rec Trust will need to agree. The Boules committee have £3000 available and further grants will be applied for
Update 08/11:-
- **16.05.22 - TVR** to arrange the migration to the office 365 package and integrated to share point. and upgrade
Update:- 09/06 – Ongoing.
Update:- 14/07 – Clerk to arrange migration.
Update:- 29/09 – Councillors to advise what IT systems they use and clerk to pass details onto the IT provider.
Update:- 13/10 – Clerk to arrange migration with the IT provider. Aim to complete set up of platform by November meeting
Update 10/11:- Update from the clerk all details passed to IAP to contact each member
Update 08/11:- Migration completed for all members, shared access folder set up by the clerk
- **16.09.22 - MS** – Warm Community Spaces – MS to look at relaunching the neighbourhood community group used through covid to offer support to residents if required and placing an article in the Cliffhanger.
Update:- 13/10 – Ongoing.
Update 10/11:- Ongoing
Update 08/11:-
- **17.09.22 – MS** - To request some traffic surveys, to be done by Wiltshire Council – a prerequisite to obtain Council support related speeding initiatives.
Update:- 13/10 – Ongoing.
Update 10/11:- The application has now been put in, when the data is received this can be used for speeding in the future
- **14.10.22 – TB** - Councillors – retaining and attracting - TB to write an article for the Cliffhanger to engage residents with issues faced by the PC due to the lack of numbers.

Update 10/11:- Item to go in the Cliffhanger with the new leaflet- TB

Update 08/11:-

- **18.10.22 – TB/MS** - Status of Neighbourhood Plan/New Surgery – TB and MS to write an update for residents.

Update 10/11:- TB to prepare an article for the Cliffhanger having had meetings with both Surgery and the Developers, Acorn.

Update 08/11:-